



EDUC - TEACHER RECRUITER

Characteristics of Work

This is professional work in which the incumbent recruits teachers from within the State and out-of-state to perform the duties of a licensed teacher in geographical areas of the state where there exists a critical shortage of teachers as designated by the State Board of Education. Incumbents in this classification also serve as public relations representatives for the field of education. Work is performed under the general supervision of an administrative superior. Extensive day and overnight travel is required to fulfill job responsibilities.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Recruits teachers from within the state and out-of-state to render services in critical shortage areas.

Coordinates teacher recruitment activities with local school districts.

Coordinates in-state and out-of-state recruitment activities and events.

Provides technical assistance to local school districts and communities as it relates to teacher recruitment.

Participates in teacher recruitment and career fairs.

Plans and implements annual teacher state conferences.

Conducts oral presentations to high school students about the teaching profession.

Develops public awareness campaigns to promote the teaching profession.

Researches teacher supply and demand in the state.

Develops a process to track and evaluate all recruitment programs.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Recruits prospective teachers and coordinates activities related to teacher recruitment within the State and out-of-state.
2. Researches and evaluates recruitment programs, new trends, and supply and demand of the teaching field.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools and controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit; and climb or balance.

Experience/Educational Requirements:

Requirements:

A Class AA Certification issued by the Mississippi Department of Education in the area assigned by the agency;

AND

Experience:

Six (6) years experience in professional education or work related to the above described duties;

OR

Education:

A Master's Degree from an accredited four (4) year college or university;

AND

Experience:

Six (6) years experience in professional education or work related to the above described duties;

OR

Requirements:

A Class A Certification issued by the Mississippi Department of Education in the area assigned by the agency;

AND

Experience:

Seven (7) years experience in professional education or work related to the above described duties;

OR

Education:

A Bachelor's Degree from an accredited four (4) year college or university;

AND

Experience:

Seven (7) years experience in professional education or work related to the above described duties.

Interview Requirements:

Any candidate who is called for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.